



# VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA - SAN SALVADOR

No. 16-40

## Speechwriter Position Vacancy

Date:  
12/16/2016

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Speechwriter, FSN-9, FP-5

**OPENING DATE:** December 16, 2016

**CLOSING DATE:** January 11, 2017

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** Locally Employed Staff: \$24,945 (Starting salary: BR + Allowances)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in San Salvador is seeking eligible and qualified applicants for the Speechwriter position in the Executive Office.

### BASIC FUNCTION OF THE POSITION

The individual will be the Ambassador's speechwriter, responsible for preparing all the Ambassador's speeches, public remarks, and written text for publication under the Ambassador's name. Most of the material will be prepared in Spanish, but some will be in English, requiring a high level of facility in both languages.

The individual will also be responsible for the Embassy's engagement with the Salvadoran diaspora and other interested donors and promoting their participation and coordination of efforts that are in line with Mission strategic goals.

For a complete description of the position listing all duties and responsibilities please see page 6 of this announcement.

## QUALIFICATIONS REQUIRED

**IMPORTANT:** Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**1. EDUCATION:** Bachelor's degree in International Relations, Political Science, Communications, English, History or Journalism is required, **OR** two years of general college studies plus six years of experience as detailed below is required.

**2. EXPERIENCE:** A minimum of three years of experience in one of the following: strategic communications, journalism, media relations, public relations, international affairs, government relations, marketing, advertising, publishing, policy advocacy or public administration, which includes experience in speechwriting is required.

**3. LANGUAGE:**

English: Level IV (Fluent knowledge) Speaking/Reading is required.

Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.

(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels but are similar.

**4. KNOWLEDGE:** Must possess deep knowledge of Salvadoran politics, media, society, history and culture. Extensive knowledge of American society and culture is required. Basic knowledge of US government and US-Salvadoran bilateral relations is required.

**5. SKILLS AND ABILITIES:** Must have the ability to draft texts on tight deadlines that provide persuasive statements on Embassy priorities and US Government policies in a tone that is appropriate for the speaker, audience and occasion. Excellent writing style in English and Spanish is required; ability to undertake detailed research across a broad spectrum of subject matter is required. Must have the ability to create organizing framework and program for new diaspora engagement program.

## SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM
- (3) FS on LWOP

## ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. **Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.**
5. **Must be able to obtain and hold a non-sensitive security certification.**

## TO APPLY

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website [http://sansalvador.usembassy.gov/job\\_opportunities.html](http://sansalvador.usembassy.gov/job_opportunities.html) in the "Download Application" box;
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.

**IMPORTANT:** U.S. EFM claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

## SUBMIT APPLICATION TO

Human Resources Office  
American Embassy San Salvador  
[SanSalvadorHR@state.gov](mailto:SanSalvadorHR@state.gov)

***Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.***

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A- DEFINITION

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**NOTE: Non-US EFM, MOHs, EFM not under COM authority, US dependents of contractors, and US Citizen ORs do not receive a hiring preference.**

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws

**CLOSING DATE FOR THIS POSITION: January 11, 2017**

Cleared: FMO/MGT  
Approved: HRO:PANTHES



## VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA - SAN SALVADOR

## COMPLETE DESCRIPTION OF POSITION

### DUTIES AND RESPONSABILITIES:

#### Speechwriter:

1. Provide the Ambassador, and time permitting, the Deputy Chief of Mission, with texts for speeches, op-eds, remarks and other presentations, working directly with them to ensure that all nuances of language and the speaker's individual style are observed. Conduct relevant research for speeches and collaborate with other sections and the Executive Office to develop background information, materials and ideas to craft speeches. Consult with colleagues from across the Embassy to ensure that drafts are reviewed, cleared and fact checked and in line with USG policy. Drafts texts in Spanish or English depending on the nature of the event. Perform additional written and oral translation as necessary.
2. In conjunction with senior USG officials, make appropriate speaking/writing recommendations to maximize the Mission's profile and drive strategic priorities. Participate in Embassy outreach planning meetings. Provide content to the Public Affairs Section for use on social media platforms. Ensure that the Ambassador's speeches are posted on the mission website. Accompany the Ambassador on selected visits, activities, and engagements to understand audiences, gather material and make last minute changes as necessary. In conjunction with event control officers, coordinate with event hosts to understand the audience, environment, and proceedings for all speaking engagements.

#### Diaspora Engagement:

1. Develop and maintain a network of contacts in the diaspora community in the United States, as well as with organizations in El Salvador working with the diaspora. Serve as liaison for diaspora groups in the United States interested in supporting projects in El Salvador and the appropriate contacts in El Salvador.
2. In coordination with other Mission colleagues, develop and implement a diaspora engagement strategy to include diaspora groups in activities that advance Mission priorities.

**Note:** This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.